**Safety Advisory Committee**
October 7, 2013
9:00 – 10:00 AM

# Minutes

| Committee Member | Representing | Present |
|---|---|---|
| *vacant* | Materials Sciences Division | |
| Bello, Madelyn | Human Resources Advisor | |
| Blodgett, Paul M. | Environment, Health and Safety Division | |
| Bluhm, Hendrik | Chemical Sciences Division | |
| Christensen, John N. | Earth Sciences Division | X |
| Dardin, Steve | Physics Division | X |
| Franaszek, Stephen | Genomics Division | |
| Fujikawa, Brian | Nuclear Science Division | |
| Giuntoli, Patricia | Computing Sciences Directorate | X |
| Lunden, Melissa | Environmental Energy Technologies Division | X |
| Martin, Michael C. | Advanced Light Source Division | |
| Sauter, Nicholas | Physical Biosciences Division | X |
| Seidl, Peter | Accelerator & Fusion Research Division; SAC Chair | X |
| Taylor, Scott E. | Life Sciences Division | X |
| Tomaselli, Ann | Information Technology Division | |
| Tucker, Eugene | Facilities Division | X |
| Thomas, Patricia M. | Safety Advisory Committee Secretary | X |
| Wong, Weyland | Engineering Division | X |

**Others Present:** Julie Drotz, Jim Floyd, Michelle Flynn, Melanie Gravois, Mary Gross, Mike Kritscher, Glenn Kubiak, Jack Salazar, Marty White

## Work Planning and Control Update – Michelle Flynn

There is a User Group actively supporting the Work Planning and Control effort. The software vendor was selected in March and started work in June. They have been effectively using the Agile development method. We now have a partially functioning prototype. Michelle Flynn is ready to start the communication process with Associate Lab Directors, Division Directors, and Environment / Safety/ Health Division personnel who will be assisting Divisions in the implementation. The Beta system should be released for testing in January or February 2014 and the revised version should be ready for a June 2014 pilot test. The User Group will identify work units to participate in the pilot test. The final version is expected to be rolled out Lab-wide in mid FY 15.

The new Work Planning and Control system will replace most of our existing work authorization systems (Job Hazards Analysis, Activity Hazards Documents, Bio Use Authorizations). It will include off-site work processes and documentation of electrical worker and crane operator qualification and authorization. It will not include the Subcontractor Job Hazards Analysis system or Radiological Work Authorizations, at least initially. It should simplify approval processes; for example 541 work authorizations in Life Sciences Divisions will be converted to about 90 work activities.

The work planning and authorization process starts with Divisions identifying their projects and Project Leads. This does not have to be the same project structure used for fiscal controls. The Project Lead identifies the scope of work by activities and assigns Activity Leads. The Activity Lead uses the Activity Manager module to select the hazards from a defined set, then reviews and tailors the recommended hazard controls and assigns workers and their levels of authorization. As hazards are added to activities, the system displays the level of hazard (low, medium, high). The Project or Activity Lead can add On-the-Job Training requirements or other controls specific to an experiment. You can also see co-located activities and hazards that are in the same room. The Project or Activity Lead can use the system to invite participation in the process. EHS concurrence is required for high-hazard activities.

Individuals will use their portal page in Activity Manager to access information about all the activities where they have been assigned work (My Activities) and to send and receive messages about changes to work, hazards, controls, and authorizations. The display has been sized for use on tablet devices or phones as well as computers. Supervisors will receive notifications about changes in their employees' work assignments. Supervisors must approve their employees' authorization to perform high-hazard activities. (There was a suggestion that the system include employees' Employee ID number and Division, to avoid confusion and mis-assignment of work to people with similar names.) The Work Planning and Control system will link to the EHS Training database.

EHS Subject Matter Experts have participated in developing the Integrated Hazards Analysis module, which lists hazards at LBNL and off-site and the required/recommended hazard controls. The most frequently used hazards in each hazard category are identified to help Activity Leads find them. The system will provide links to references and Lessons Learned associated with hazards.

## SAC Direction for FY14 – Glenn Kubiak, Jim Floyd, Peter Seidl

Glenn Kubiak thanked outgoing SAC Chair Jim Floyd for his leadership during a period of transition and observed that Jim's elevation to EHS Division Director is an indication of the good job he has done at SAC. Glenn Kubiak then introduced new SAC Chair Peter Seidl, who represents a return to the tradition of the Committee being led by a scientist representing the research community. Peter Seidl is the Deputy Director of the Accelerator & Fusion Research Division. Peter thanked Jim Floyd for putting the interests of scientists first and creating a safer and more effective Lab. Jim Floyd said he hoped Peter could help the Lab continue to organize in a collaborative and efficient way.

Glenn Kubiak identified two areas where he would like the Committee to contribute as thought leaders and safety culture champions:

1. **Enhancing Supervisor and Management engagement in safety**. The new wave of Work Planning and Control will require a more intimate understanding of everyone's roles in the safety process. Ultimately, the success of Work Planning and Control depends on supervisors and managers sense of the work activities and hazards encountered by their workers, and their knowledge of their workers' abilities and readiness to do the work safely. Division Safety Coordinators will provide assistance, but supervisors and managers have safety responsibilities that can't be delegated. Glenn Kubiak is asking SAC and Safety Coordinators to help get managers and supervisors ready by facilitating walkarounds that will enable the managers and supervisors to really understand what goes on in all the "dark corners" of their projects.
2. **Providing a "1-stop shopping" experience** to help Principle Investigators get all the safety information and approvals they need to start new projects and activities. Glenn Kubiak envisions interdisciplinary teams meeting to provide all the information at one time. Sequential approvals take too long.

Scott Taylor suggested that at the next meeting, SAC could discuss the need for training, guidance, and mentoring for new lab managers and activity leads.

The meeting was adjourned at 10:00 AM
Respectfully submitted, Patricia M. Thomas, SAC Secretary